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U. S. Department of Agriculture

ESSENTIAL POINTS TO BE COVERED IN A RESEARCH PROJECT OUTLINE

1. Title. Make this a specific, brief, clear, adequate characterization of the work to be undertaken (such words as "Study of" or "Investigation of" should be omitted for brevity).

2. Objective. Clearly define the aims or immediate purposes which the project seeks particularly to accomplish.

3. Reasons for Undertaking the Study. Indicate the importance of the problem to agriculture or rural life, the activity or interest of any particular group of citizens in connection with it, the justification for its study at public expense, and the probable use to which the results will be put.

4. Previous Work and Present Outlook on the Problem. Briefly summarize prior related work at the institution and elsewhere, citing the more important pertinent contributions to the literature. Indicate present activity in this field. Give briefly the present status of the problem and set forth analytically the phases which need further study. Indicate the extent to which the project aims to meet this need.

5. Procedure. Indicate explicitly the essential working plans for field and laboratory research and the methodology and technique to be employed in attaining the proposed objectives. Where quantitative values are sought, the procedure followed should assure data susceptible of approved statistical analysis. Mention the specific phases of the project to be undertaken currently as distinguished from phases to be left for later attack, and indicate the place or places where the work is to be conducted.

6. Probable Duration. State the length of time probably required to carry out the specific objectives of the project.

7. Financial Support. Indicate the annual amounts apportioned to (1) salaries and (2) maintenance (based on careful analysis by the leader of the anticipated requirements for salary, labor, equipment, supplies, travel, other operating expenses, publication, etc.). Where more than one fund is used in support of the project, the estimated allotment from each fund should be indicated.

8. Personnel. Designate the leader or leaders in charge of the project or the chairman of the project committee. The other technically-trained staff members who are assigned to work on the project should also be listed.

9. Departments Involved. List each department or organized division in the institution contributing essential services or facilities to the work of the project. If there is an advisory, coordinating, or directing committee for the project, the facts should be indicated.

10. Regional or National Cooperation. If the project is conducted as part of some particular formal or informal coordinated program of work with other institutions or agencies, state the facts. If the project is carried on under a written memorandum of understanding, state the facts, with date of such memorandum.

